



Job Opportunity

State Controller's Office

Position: Office Technician (General)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th Floor, Sacramento, CA 95814

Issue Date: 11/04/04

Final Filing Date: Until Filled

Contact/Telephone:
Donna Collins, 916-322-8141

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1138-001

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of an Office Services Supervisor II, Production/Operational Support Unit, the incumbent performs clerical and administrative duties to support the unit and the Personnel/Payroll Operations Section.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Performs a variety of difficult and complex clerical and administrative tasks within the Production/Operation Support Unit. Performs a full range of duties to ensure that daily and Master Payroll is released timely and accurately to prevent the release of overpayments to departments and campuses. Investigates and troubleshoots payroll cycle output discrepancies and recommends solutions to unit supervisor. Provides functional guidance by training less experienced staff and evaluating their work.
- Maintains a centralized filing system for personnel and payroll transactions processed through the respective employment history database, the Uniform State Payroll System (USPS) or Non-USPS system. Uses a personal computer to prepare and record a list of warrants to be held from the daily/master payroll cycles, and provides this list to the Division of Disbursements so warrants can be pulled from distribution.
- Processes employment history requests from current/former state employees or department/campus human resources offices. This requires extensive research of employment history and preparing a printed report.
- Follows the approved record retention schedules to review, update and process personnel/payroll documents and related materials for long-term storage. Reviews and approves the quarterly list of aged documents designated for destruction.
- Operates photocopying, date stamping and microfiche equipment.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources
300 Capitol Mall, 6th Floor
Sacramento, CA 95814

Attn: Denise Cruz